National Register Nomination Check List - VA Department of Historic Resources

Use this form to assist in filling out a nomination. Register and Regional Staff are available to assist with any questions. Where information is not applicable, **enter N/A.**

IMPORTANT: Any missing information or unjustified dates, Criteria, etc. will mean delays or a returned nomination. White-out, tape, or other adhesives are not acceptable on any documents. Use endnotes instead of footnotes for the narrative continuation sheets.

PROPERTY NAME AND FILE NUMBER _____

LOCATION (County/City) _____

Consultant   _____ Telephone: _____/_____

                                                                                                Area Code   Number

Property Owner   _____ Telephone: _____/_____

                                                                                                Area Code   Number

Reviewer _____ Date _____

___ **1. Name of Property:** The National Park Service (NPS) <u>prefers</u> the property's historic name (that which corresponds to the period of significance) to be used for the main name. Other names, such as local names, and the Department of Historic Resource's file number should be entered on the second line. See *Bulletin 16-A*, page 8-9.

___ **2. Location** (including county code, zip code): Notation "not for publication" should have "N/A" unless the resource has sensitive information that should be protected—usually archaeological sites. In the case of districts, this section should only provide a brief general description of the area, not all addresses and street names. The NPS has a limited number of character spaces (only 128) for entering this data into their system. The full description and boundary information is detailed on a continuation sheet under Section 10. See *Bulletin 16-A,* page 10-11. ("Codes" are listed in Appendixes I & II in *Bulletin 16*.)

___ **3. State/Federal Agency Certification:** Be sure that only one is checked where it says "nomination meets" or "does not meet," and choose at least one from "local" "statewide" or "national." See *Bulletin 16-A*, page 12.

___ **4. This section should not be marked**. See *Bulletin 16-A,* page 13.

___ **5. Classification:** Be sure that ownership and category are properly marked, there may be multiple ownership checks, but there should be <u>only one</u> category checked. Check to see that all **contributing** and **non-contributing** resources are accounted for and that they match the <u>description</u> in Section 7 <u>and</u> the site plan or district map. For districts, make sure the counts match the inventory that follows in Section 7. Enter "O" where no resource is counted. See *Bulletin 16-A*, pages 14-17.

___ **6. Function or Use:** See *Bulletin 16-A,* pages 18-23 to be sure these categories are correct.

7. Description: See *Bulletin 16-A,* pages 24-34.

___ **Architectural Classification:** Check to see that the classification is correct. See *Bulletin 16-A,* pages 24-26.

___ **Materials:** Be sure all items are filled in that apply to your type of resource. In districts you may list the most popular materials used throughout the district. See *Bulletin 16-A,* page 27.

___ **Narrative Description:** This section should be done on continuation sheets. See *Bulletin 16-A*, pages 28-34.

Summary Description: This paragraph needs to capture the physical essence of your resource. Under a paragraph heading that you create called, "Summary Description," include all the basic information such as location, date of construction, size, general characteristics, type, style, method of construction, number of resources and significant features. Try to do it in one concise paragraph not exceeding 200 words.

Detailed Description: With a heading similar to, " Detailed Description," the next paragraph(s) in this section should describe the building from the ground up, starting with the general characteristics of the building or group of buildings and then moving on to the highpoint details. Do not describe every detail, space or artifact, just those that capture the essence of the resource.   Individual nominations should also include a summary of secondary buildings and note whether they are contributing or non-contributing. It is helpful to the reader if sub-headings are used throughout the text. On the

average, this section should be no longer than 3-5 pages (districts and unusual resources may require more description). Include contextual aspects of the resource or district; describe important land features, natural and designed settings, and streetscapes. Address the architectural evolution of the resource; buildings and sites change over time.

Inventory: Historic districts must have inventories that itemize each property. This is best organized alphabetically by street then numerically by address. Each resource is <u>briefly</u> described with "**NC**" noted in bold for the non-contributing items. The DHR file number for each resource within the district must be included in this section as well (#124-5897-0001, #124-5897-0002, etc.). Vacant Lots <u>are not</u> counted unless they are considered archaeological sites.

____ **Archaeology Nominations Data:** If Criterion D is checked then some data that confirms the integrity of the site is needed as part of Section 7. This may consist of field study mapping, an inventory of artifacts, historic recordation of prominent features, or consistent and focused historical information that confirms the existence of the site and the lack of intrusions. **Archaeology nominations that do not include this staff approved data will not be assigned to a Board Meeting agenda.**

8. Statement of Significance: See *Bulletin 16-A*, pages 35-51.

____ **Applicable National Register Criteria:** Be sure at least one criterion is checked. See *Bulletin 16-A,* pages 36-37.

____ **Criteria Considerations:** Check the appropriate box if the property also falls under an exception criterion consideration. See *Bulletin 16-A,* pages 36-37.

____ **Areas of Significance:** Be sure this is complete using the information on *Bulletin 16-A*, pages 40-41. You will need to be sure that the narrative statement of this section discusses each area of significance that is checked. See *Bulletin 16,* pages 38-41.

____ **Period of Significance:** It is important to have a beginning and an ending date. The ending date does not need to be the fifty-year mark, if it is then it must be justified within the narrative. Check to see that both dates selected are justified within the narrative statement of this section. It is possible for a period to be within one year (a short historical event or construction date, for instance). See *Bulletin 16-A,* page 42.

____ **Significant Dates:** Any dates that are entered here must be justified in the narrative. See *Bulletin 16-A,* page 43.

____ **Significant Person:** This is entered only if Criterion B is selected, otherwise enter N/A. See *Bulletin 16-A,* page 43.

____ **Cultural Affiliation:** Complete only if Criterion D is checked, otherwise enter N/A. See *Bulletin 16-A,* page 44.

____ **Architect/Builder:** If not known, enter "unknown" here. See *Bulletin 16-A,* page 45.

____ <u>**Narrative Statement of Significance:**</u> This should be done on continuation sheets. See *Bulletin 16-A*, pages 45-51.

Summary Statement: With a paragraph heading that you create called, "Summary Statement of Significance," summarize the significance of the property, and address how the property meets the criteria selected above and justifies the period of significance and any significant dates that have been marked. It is very helpful to state the criteria or criterion selected, including the corresponding letter, and any criteria considerations that may also apply. Try to do it in one concise paragraph not exceeding 200 words.

Historical Background: The main body of this section should have a heading similar to "Historical Background." Including sub-headings is also helpful to the reader and speeds the review. The narrative should provide details about the history of the property and the historic context. <u>Depending on the criterion</u>, your historical narrative should provide information about events and important people. This section should be no longer than 3-5 pages – except for unusual resources. **This is not an area for reporting a complete deed trace or detailed genealogy, rather your opportunity to make a solid argument in the Statement of Significance to justify historic recognition and a historical overview.**

____ **9. Major Bibliographical References:** Be sure all appropriate boxes are checked, including the SHPO (State Historic Preservation Office which is the VIRGINIA DEPARTMENT OF HISTORIC RESOURCES) as a location of additional data. The full bibliography should be done on a continuation sheet and be alphabetical by author in standard format as in the *Chicago Manual of Style*, 14th Edition. See *Bulletin 16-A,* page 52-53.

____ **10. Geographic Data:** Verify the acreage and the UTMs that are entered and make sure those listed on the form match those noted on the maps. Only one UTM point is required if the property is less than 10 acres (multiple if larger). UTM instructions are in *Bulletin 16-A,* pages 54-58 and Appendix VIII. A UTM measuring template and United States Geographic Survey maps are available at survey supply stores and at the Department of Mineral Resources in Charlottesville, Virginia. You may also obtain UTM points online at http://www.topozone.com/viewmaps.asp.

___ **Verbal Boundary Description:** Done on a continuation sheet, use either a narrative boundary description copied from a recent deed description; or a legal tax parcel number including block and lot and where the information was obtained (also include a copy of the tax map); or refer to an included scaled map. A detailed sketch or base map is required for historic districts and for properties with several resources. If you are not using a tax parcel or detailed map, please consult with your Virginia Department of Historic Resources regional contact for assistance in setting appropriate legal boundaries. **If you are using a sketch or base map for your boundary, the scale must be 1"= 200' or larger.** See *Bulletin 16-A,* page 55-58.

The boundaries are one of the most important parts of the nomination as they will define what actually comprises the historic area of the property. Remember that 20, 50, 100 years from now, planners, engineers, private entities will need to know the exact definition of the nominated area of your resource. Be specific and accurate.

___ **Boundary Justification:** Done on a continuation sheet, be sure the justification is brief and concise. The justification should be based on the property's historic boundaries. If you are nominating a large parcel, make sure that you can justify the acreage, if the primary significance is architectural. See *Bulletin 16-A*, pages 55-57.

___ **11. Form Prepared by:** Be sure all information is complete, including a telephone number. See *Bulletin 16-A,* page 59.

___ **Additional Documentation:** All continuation sheets should be numbered consecutively; i.e. Section 7, page 1; Section 7, page 2; Section 8, page 3; Section 8, page 4; Section 9, page 5; Section 10, page 6, etc. See *Bulletin 16-A,* page 60.

___ **Maps:** Use a clean original full size United States Geological Quadrangle map for boundaries (no pen marks, tape or tears). If the resource is more than 10 acres, label multiple points on the USGS Quad which frame the detailed boundaries with a simple polygon. The UTMs do not need to note every point, just the main outer points encompassing the polygon. The regional offices can answer any questions regarding how to mark the UTMs on your Quad map. For a property less than 10 acres, only 1 point is necessary, plotted on the principal resource. **Property name, location, DHR file number, Quad name, and UTM reference points must be written in pencil (no ink, no labels, and no whiteout) along the edge of the quad map with a line to the resource. Improper labeling will result in a delayed nomination**. For individual property nominations, a sketch map is necessary if there are several dependencies or secondary resources. Be sure the number of resources cited in the nomination correspond to the sketch map. See *Bulletin 16-A,* pages 61-63.

___ **Maps for Historic Districts (VERY IMPORTANT):** In addition to a full size USGS map, a detailed sketch or base map is required for historic districts. The boundary should be neatly delineated (i.e. lines do not go down the middle of a road if the road is not being nominated). The map should show building footprints and must note which resources are contributing and non-contributing, including secondary resources. If the map is used for Verbal Boundary Description (see above), then it must be 1"= 200' or larger. **If you submit oversize maps (larger than 11" x 17"), then two (2) clean original copies are required.**

___ **Photographs, Negatives, Slides, and Computer Disks:** See separate photographic document for specifics.

___ **Owner of Record Form:** A completed form MUST be included with your nomination submission.

___ **Property Owner and Adjacent Owner Label Requirement:** The Owner of Record Form must be accompanied by the required number of label sheets for all property owners and adjacent property owners with complete addresses. This list must reflect full legal ownership for all occupied and vacant properties as used for tax notification by each locality (for example: labels must have both married couple's names if jointly owned or use et al for multiple family members). Include labels for city, state, or federal ownership, even if their properties are only vacant land parcels. All owners of properties touching the nominated property line or across the street from the nominated property must be included in the label lists of adjacent owners. If a river, highway or open expanse is on the edge of the nominated property, then owners on the other side are notified if they are within 300 feet (a football field's width). **For all nominations: Two (2) identical sets of labels for owners, consultants, and adjacent property owners MUST be submitted for proper legal notification.**

All labels must be typed, no handwritten labels will be accepted. Please separate the owner labels from the adjacent owner labels. Please check labels for partial addresses or missing zip codes, especially with district lists.

Notification is a federal and state legal requirement. No nominations will go forward or be scheduled on board agendas if we feel the information provided does not meet the Code of Virginia. We want your register listing to be legal and defensible.

For historic districts or multiple ownership resources (those resources that have two or more unmarried owners), a Public Hearing Form must be completed and turned in along with the owner and adjacent owner labels.

NRHP bulletins and resources are available online at <u>http://www.cr.nps.gov/NR/listing.htm</u> (National Park Service website) or from our regional offices.

Scheduling: Once you have a complete nomination draft, it should be submitted to the appropriate regional office for review. (See www.dhr.virginia.gov for region offices and their coverage areas.) Nominations are not reviewed in the Richmond Office until regional staff has approved them for scheduling on the Board Meeting agenda. If you want your issue to be included on a specific agenda, please call your regional office for deadlines or check the DHR web site. The regional offices review as many as 20 to 30 nominations a quarter and you need to allow time for a careful review. Nominations that arrive just prior to final deadlines may not be given priority treatment. To ensure that the process meets all legal requirements, we must have adequate time for review and comment. **A deadline schedule is posted on our web site at <u>www.dhr.virginia.gov.</u>**

CLGs: There are 31 localities that have the preferred Certified Local Government status in Virginia. In the register process these entities must have an opportunity to comment on the proposed nomination. Their comment is passed onto the department director and our review boards. These nominations require extra lead-time to allow localities to receive the nominations for their Architectural Review Board consideration. **The nomination must be finished and complete and approved by Virginia Department of Historic Resources staff before it is submitted for CLG review.**

Certified Local Government Localities:

Capital Region	Tidewater Region	Roanoke Region	Northern Region
City of Charlottesville	Town of Cape Charles	Town of Abingdon	City of Alexandria
Hanover County	Town of Smithfield	Town of Blacksburg	Arlington County
City of Lynchburg	City of Suffolk	Town of Pulaski	Clarke County
City of Petersburg	City of Williamsburg	City of Roanoke	Town of Culpeper
City of Richmond			City of Fairfax
			Fairfax County
			City of Fredericksburg
			Town of Herndon
			Town of Leesburg
			Loudoun County
			City of Manassas
			Town of Middleburg
			Prince William County
			Spotsylvania County
			Stafford County
			City of Staunton
			Town of Warrenton
			City of Winchester

Applicant has completed the checklist _____
                                            Initial and date

DHR Reviewer-confirmed completeness_____ _____
                                            Initial and date

(PLEASE MAKE A COPY OF THIS AND SUBMIT CHECKLIST WITH COMPLETE NOMINATION TO THE APPROPRIATE REGIONAL OFFICE)